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**PERSONNEL SERVICES DIVISION  
GUAM Public School System**

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ANNIE B. CRUZ  
Acting Administrator

October 24, 2006

An Equal Opportunity Employer

**ANNOUNCEMENT  
~Continuous~**

The Guam Public School System wishes to announce OPEN/COMPETITIVE examination for the following class of position to ESTABLISH A LIST:

**SCHOOL AIDE I (3.403)  
One-to-One for Special Education Division (Part-Time)**

**SALARY:** Pay Grade D, Step 1, \$7.62 Per hour

**DUTY:** Twelve (12) Months

**MINIMUM EXPERIENCE AND TRAINING:**

No experience and training is required. Minimum knowledge, abilities and skills listed below are required.

**SELECTIVE FACTOR:**

Selective certification for one-to-one school aide male only applicants pursuant to Section 904.413(B) of the Guam Public School System Personnel Rules and Regulations.

Applicants for this position must provide documentation of any type of training within the field of education, or specifically in working with students with disabilities and must be able to transport students or equipment in excess of 50 lbs.

**NATURE OF WORK IN THIS CLASS:**

Performs non-professional work in educational activities.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Monitors student discipline while embarking and disembarking the school buses, in hallways, cafeteria, playground and during assemblies.

Escorts students to and from school health counselor's, guidance counselor's or principal's office.

Supervises a class until the teacher or substitute arrives.

Performs light classroom custodial work such as cleaning blackboard or chalkboard, tidying up bulletin or display boards.

May assist with clerical work, such as filing, sorting records and mail, delivering routine messages and reports, duplicating materials.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to monitor student discipline in the school premises.

Ability to learn and apply the basic principles and practices of educational psychology and human growth and development.

Ability to learn clerical procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

**NOTE:** Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

**IMPORTANT INFORMATION:**

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate   | - Government of Guam I.D. Card    |
| - U.S. Passport                 | - Original Social Security Card   |
| - Naturalization Card           | (not laminated)                   |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

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**EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:**

All applicants accepting employment with the Guam Public School System, Government of Guam must take and pass a entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

**DRUG SCREENING:**

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

**POLICE & COURT CLEARANCES:**

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit a Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

**APPLICATION DEADLINE:**

Applications will be accepted daily from 8:00 a.m. to 5:00 p.m., Monday through Friday except holidays.

**APPLICATION SUBMISSION:**

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website** [www.doe.edu.gu](http://www.doe.edu.gu).

**FOR FURTHER INFORMATION:**

Please call 475-0495 through 475-0498 or come by and visit our office.

  
**ANNIE B. CRUZ**  
Acting Administrator,  
Personnel Services Division